

CIG ADMINISTRATIVE ORDERS [REDACTED]

1 of 1

SECRET

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COPY NO. [REDACTED]

25X1A

30 October 1946

CENTRAL INTELLIGENCE GROUP ^{AGENCY}

C.I.A. ADMINISTRATIVE ORDER NO. ^{Instruc.} [REDACTED]

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1. Reference C.I.A. Administrative Order No. [REDACTED], dated 25 October 1946, Subject: "Establishment of Projects Review Committee".

2. The classification of this document is changed from "TOP SECRET" to "SECRET".

3. It is requested that all Offices which received copies of this document change the classification accordingly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Deputy Executive for Personnel
and Administration

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CONTROL

ASSISTANT EXECUTIVE DIRECTOR

3 December 1946

DEPUTY EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

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Budget Procedure

1. In connection with the attached memorandum for the Director, CIG, Subject: "C.I.G. Administrative Order - Budget Procedure", the Executive for Personnel and Administration wishes to make the following comments:

a. It is assumed that the attached memorandum covers only the use of unvouchered funds and that separate budgets will be submitted indicating the requirement for vouchered funds by S.O. activities.

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b. The Projects Review Committee may want to consider the submission of an overall budget by S.O., including the requirement for vouchered and unvouchered funds. It is called to the attention of the Committee

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c. The Budget Section, CIG, will allot unvouchered funds to the Special Funds Section on a quarterly basis in the amount approved by the Projects Review Committee. It will be the responsibility of the Chief, Special Funds Section, to establish such procedures, accounts, and controls as may be necessary in order to properly account for funds allotted.

d. It is recommended that the word "periodic" in the seventh paragraph of Colonel Galloway's memorandum be changed to "monthly". It is recommended that monthly reports be prepared of obligations or expenditures for all projects and sub-projects when practical.

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Deputy Executive for Personnel
and Administration

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Attachment

cc:

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Central Records (2)
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25 November 1946.

MEMORANDUM FOR: Assistant Director for Special Operations.
Assistant Director for Reports and Estimates.
Assistant Director for Collection and Dissemination.
Assistant Director for Operations.
Chief, Interdepartmental Coordinating and Planning Staff.
Executive for Personnel and Administration.

1. Reference is made to C.I.G. Administrative Order [REDACTED]
"ESTABLISHMENT OF PROJECTS REVIEW COMMITTEE", with particular regard
to paragraph 2 thereof.

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2. Pending later organizational changes and personnel assignments the following designations, for the purpose of executing the subject Administrative Order, are announced:

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a. Acting Deputy Director — [REDACTED].

b. Acting Executive Director — [REDACTED]

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HOYT S. VANDENBERG
Lieutenant General, USA
Director of Central Intelligence.

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Executive Office Registry
Central Records (2) ✓
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OCT 28 1946

MEMORANDUM FOR THE ASSISTANT DIRECTOR - SPECIAL OPERATIONS

Subject: CIG Administrative Order [REDACTED]

25X1A

1. In order to preserve the security of the operations of the Office of Special Operations, in lieu of specific projects you will submit to the Projects Review Committee your area activity estimates and such other data as may form a basis for the allocation of CIG funds for the activities of your Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Colonel, GSC
Executive to Director

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Central Records (2)

SECRET

OCT 28 1966

MEMORANDUM FOR THE ASSISTANT DIRECTOR - SPECIAL OPERATIONS

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25X1A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, GSC
Executive to Director

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COPY NO.

30 October 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED] AMENDMENT NO. 1

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1. Reference C.I.G. Administrative Order [REDACTED] dated
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Deputy Executive for Personnel
and Administration

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COPY NO. 62

30 October 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED] AMENDMENT NO. 1

25X1A

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1. Reference C.I.G. Administrative Order [REDACTED] dated 25 October 1946, Subject: "Establishment of Projects Review Committee".
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Deputy Executive for Personnel
and Administration

SECRET

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COPY NO. _____

30 October 1946

CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE ORDER [REDACTED] AMENDMENT NO. 1

8/23/48

25X1A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Deputy Executive for Personnel
and Administration

SECRET

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CENTRAL INTELLIGENCE GROUP

Washington, D.C.

25X1A

Office of the Director

Oct 28 1946

MEMORANDUM FOR THE ASSISTANT DIRECTOR - SPECIAL OPERATIONS

Subject: CIG Administrative Order [REDACTED]

25X1A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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s, [REDACTED]

Colonel, GSC
Executive to Director

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A TRUE COPY:
[REDACTED]

Donald H. Galloway, Col. GSC (Cav)

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25 October 1946

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CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER

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ESTABLISHMENT OF PROJECTS REVIEW COMMITTEE

1. Purpose: In order to provide for adequate advance planning, proper control of funds, and utilization of personnel, all new projects undertaken by the Offices and Divisions of CIG will be submitted to the Projects Review Committee for approval prior to activation.

2. Committee Membership: The Projects Review Committee shall consist of the following:

- a. Deputy Director - Chairman
- b. Executive Director - Member
- c. Assistant Director or Staff Division Chief Sponsoring Project - Member
- d. Fiscal Advisor, detailed from Finance Division, Personnel and Administrative Branch, for Assistant Director or staff Division Chief Sponsoring Project. - Member
- e. Chief, Advisory Council - Secretary

3. Project Procedure: The Assistant Director or Staff Chief having primary interest in a new project will carry out the following procedure:

- a. Secure basic approval of the proposal from the Chief, Inter-departmental Coordinating and Planning Staff; except in the case of Special Operations, basic approval will be obtained from the Director or Deputy Director.
- b. Prepare project proposal in triplicate to be submitted to the

- 1 -

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ORIG CLASS	3	PAGES	3	REV CLASS
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25 October 1946

Committee and to include the following information:

- (1) Scope of project (In the case of Special Operations, this will only be in such detail as security will permit).
- (2) Urgency of completion, to include time required to activate and complete the project.
- (3) Type of funds required (i.e. vouchered or unvouchered).
- (4) Estimated cost, to include the following:
 - (a) Number of personnel and salary rates.
 - (b) Special equipment.
 - (c) Travel.
 - (d) Communications.
 - (e) Housing.
 - (f) Operational Supplies.
 - (g) Any unusual logistical requirement.
- (5) Succinct statement in defense of the project.

4. Committee Procedure:

- a. The Committee will meet at the call of the Chairman, and after proper consideration has been given to the proposal, shall take the following action:
 - (1) Approve project in the name of the Director.
 - (2) Approve project in the name of the Director, with such exceptions as are determined by the Committee.
 - (3) Disapprove project. Disapprovals of projects in each instance will be reviewed by the Director, and final action of the Committee will not be effective until the Director's concurrence has been obtained.

25 October 1946

(4) The action taken by the Committee will be prepared by the Secretary and approved by the Chairman. Copies of such action will be distributed as follows:


- (a) One copy to CIG activity sponsoring project.
- (b) One copy to the Executive for Personnel and Administration.
- (c) One copy retained in the file of the Secretary to the Committee.

5. General:

- a. The Executive for Personnel and Administration will not honor requests for funds or personnel until final approval of the Projects Review Committee has been obtained.
- b. Projects in existence prior to 1 November 1946 are considered to be approved by Committee action, but will be subject to review at such times as the Chairman of the Committee determines.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

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CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER [REDACTED]

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|--|-------------|
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| b. Executive Director | - Member |
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Finance Division, Personnel and
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Director or staff Division Chief
Sponsoring Project. | - Member |
| e. Chief, Advisory Council | - Secretary |

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- 2 -

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Personnel and Administration

24 Oct 46
Approved
Drafted



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CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. _____

ESTABLISHMENT OF PROJECTS COMMITTEE AND PROCEDURE

1. Establishment of Projects Committee - There is hereby established within the C.I.G. a Projects Committee.
2. Functions - The Projects Committee shall be a body organized for the purpose of considering new proposals for C.I.G. activities, submitted or requested by Assistant Directors, C.I.G. or other participating government departments or agencies, determining the scope and objectives of new projects, making administrative determinations as to personnel and fund requirements, ~~assisting in the preparation~~ ^{preparing} directives in accordance with the determinations made, and periodically reviewing the accomplishments and status of approved projects.
3. Members - The members of the Projects Committee shall be as follows:

		<u>Alternates</u>
Chairman	- Director	Deputy Director
Vice-Chairman	- Deputy Director	
Member	- Executive Director	
Member	- Assistant Directors (As requested by the Director)	Deputy Assistant Directors
Secretary	- Secretary, NIA	To be designated by Executive Director

4. Procedure

- (a) The Projects Committee will meet each Wednesday at 2000 hours in Room 2169, [REDACTED] Assistant Directors, the Chief of the Inter-departmental Coordinating and Planning Staff, or other proper officials of the C.I.G. may submit proposals to be considered by the Projects Committee at such meetings,

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indicating the purpose of the project, the estimated vouchered and unvouchered funds and personnel required, and such other information as may be essential for the proper consideration of the proposal. Such proposals shall be submitted to the Secretary to the Committee for the purpose of preparing an agenda for the meetings of the Projects Committee not later than Tuesday at 1200 hours. The Secretary shall prepare an agenda and submit such agenda at the meeting to the Chairman for the purpose of conducting the meeting. The Secretary shall be responsible for the attendance of such officials as are essential for the proper consideration of the proposal. After considering the various proposals submitted, the Committee will in addition to other determinations determine the number of vouchered and unvouchered personnel, and vouchered and unvouchered funds to be made available *for each project.*

(b) Upon proper consideration by the Committee, the Secretary shall, in the event of approval, prepare a directive to the Assistant Director or Directors concerned, outlining the scope of the project to be activated, the action of the Committee, and the vouchered and unvouchered funds and personnel which were authorized by the Committee for such activation. The Secretary shall at the same time prepare a directive to the Executive for Personnel and Administration, indicating:

- (1) Project Designation
- (2) Vouchered personnel positions to be made available to project.
- (3) Unvouchered personnel positions to be made available to project.
- (4) Vouchered funds to be made available to project.
- (5) Unvouchered funds to be made available to project.

The Executive for Personnel and Administration, upon receipt of these directives, will inform the Chief, Finance Division, of the information contained therein in order that personnel positions and funds may be made available.

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Project Numbers - Project numbers will be required and will be assigned for all projects within the U.S. or overseas, according to geographical areas. Sub-project numbers will be assigned where a project is to be undertaken under the supervision of a headquarters in a foreign country and, in such cases, the allotments of funds and personnel will be made available to the headquarters concerned *for that project*.

Washington Operations - Vouchered Funds - The above described procedure will not affect the operation of the various offices of C.I.G. in Washington as to the allotment of vouchered funds or personnel to be paid from vouchered funds. Separate personnel ceilings will be assigned to the various Offices of C.I.G. and will be controlled internally within such ceilings as are determined by the Executive for Personnel and Administration. Allotments of vouchered funds will be made available to Assistant Directors of various offices of C.I.G. for Washington operations and allotment accounts will be established for each organizational unit of such Offices. The Assistant Directors will determine the amount of such funds to be made available in each allotment account and shall request the Executive for Personnel and Administration to make such allotments as are necessary.

Increases of Project Personnel or Funds - The Executive for Personnel and Administration is not authorized to honor requests from Assistant Directors for additional personnel positions or funds in excess of that which was previously authorized by the Projects Committee. Assistant Directors must prepare an additional request in the form of a proposal for consideration by the Projects Committee. In the event of approval, the Secretary to the Committee will prepare additional directives as in the case of a new project. Personnel positions or funds will not be transferable between projects.

Requests for Unvouchered Funds - Upon receipt of directives from the Projects Committee, the Assistant Directors will prepare requisitions for unvouchered funds to be forwarded to the Executive for Personnel and Administration and will indicate thereon:


- (a) Project designation.
- (b) Name of employee to be accountable.

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- (c) Whether funds should be forwarded by the Executive for Personnel and Administration and, if so, the name and location of the person to receive the funds.
- (d) Date of approval by Projects Committee.
- (e) Dates and amounts of previous requisitions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Personnel and Administration